

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 33-112

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

25 AUGUST 1998

Communications and Information

COMPUTER SYSTEMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.af.mil/im> . If you lack access, contact your Base Publishing Manager.

OPR: HQ AETC/SC
(Project Office: AETC CSS/SCYA [MSgt
J. Blumenthal])

Supersedes AFI 33-112/AETC Sup 1,
19 May 1995

Certified by: AETC CSS/CC
(Lt Col L. Meinhardt)

Pages: 12
Distribution: F; X: AUL/LSD - 1;
HQ AFIA/IMP - 1

“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

AFI 33-112, 1 December 1997, is supplemented as follows:

4. Each location with a training requirement must forecast annually by completing an AF Form 3933, **MAJCOM Mission Training Request (FY_)**, through the unit training manager. Requests should be processed through the base training manager to the appropriate MAJCOM personnel office. This forecasting effort projects training needs 2 years in advance. The Air Force uses these requirements to establish yearly quotas for each MAJCOM.

5.1. Equipment control officers (ECO) should address problems with the Information Processing Management System (IPMS) and Personal Computer--Information Processing Management System (PC-IPMS), to include the Air Force bar-coding system, through the field assistance branch (FAB).

6.1. By whatever means available, the communications and information systems officer (CSO) will locally advertise all base-level excess serviceable computer systems. Advertising may occur at the same time the ECO is creating the electronic excess report in IPMS. In addition, the CSO designates a point of contact (POC) for the computer-to-schools donation program based on the applicable Presidential executive order.

6.2. When applicable, processes the acquisition of computer system resources according to ordering procedures for multibase purchases. See attachment 4 (Added-AETC), this supplement.

6.3. Computer systems built or constructed from parts are accountable computer systems resources. Nonappropriated funds (NAF) computer systems are not accountable or reportable in IPMS.

6.3.2. The CSO ensures the ECO obtains approval or authorization from the MAJCOM equipment control officer (MECO) to ship or transfer computer systems within or outside the command. Transfer orders provided directly to a base by any program manager (PM) or appropriate focal point should be coordinated through the ECO and MECO.

6.3.3. (Added) Signs and provides an annual inventory certification memorandum to the MECO by 30 September of each year. The memorandum certifies the accuracy of IPMS for prior fiscal year and confirms completion of all annual physical inventories by equipment custodians (EC).

6.6.4. (Added) Notifies the MECO of changes affecting the maintenance requirement of equipment maintained under MAJCOM contracts centrally managed by AETC CSS/SCYA.

6.8.1. In AETC, the terms "maintenance redundancy" and "operational spares" refer to complete and serviceable (not cannibalized) computer systems.

6.12. The ECO appointment letter is provided to the MECO.

7. Computer systems management is a wing-level (or equivalent) program which requires oversight at all levels of management. (**NOTE:** The term "equivalent" applies specifically to the Air Force Institute of Technology [AFIT], HQ Air Force Recruiting Service [AFRS], HQ Air Force Accession and Training Schools [AFOATS], and the 59 Medical Wing [Wilford Hall Medical Center]. These units have an assigned ECO to manage their computer systems separately from the base on which they are located.) When applicable, the commander (or director) will process computer system acquisitions for multiple bases according to ordering procedures (see attachment 4 (Added-AETC), this supplement). In addition, the commander (or director) will notify the appropriate POC (for example, the contract officer representative [COR]) of any contract action required as a result of a report of survey (ROS); that is, DD Form 200, **Financial Liability Investigation of Property Loss**. On any purchase of computer systems resources, the ECO should be provided a copy of the order or any other pertinent purchasing documentation and notified of expected delivery.

7.5. An ideal span of control would allow the appointed EC or alternate to inventory his or her account (physically touching and bar-code scanning each accountable item) within a 3-hour period of time. At a minimum, the account should be inventoried within an 8-hour period of time.

7.5.3.1. Commanders (or directors) must ensure prompt action is taken on request for or notification of an ROS.

7.10. Computer systems built or constructed from parts are accountable computer systems resources. NAF computer systems are not accountable or reportable in IPMS.

7.11. The commander (or director) ensures computer systems are shipped to the point of delivery "FU" (Department of Defense activity address code [DODAAC] for the ECO) along with clear text address in block 15 of DD Form 1155, **Order for Supplies or Services**; block 15 of SF 1449, **Solicitation/Contract/Order for Commercial Item**; or in an attachment as the "SHIP TO" address. The customer who is the "MARK FOR" should be identified either in block 15 of DD Form 1155 or SF 1449 or in an attachment as the "MARK FOR" address for computer systems.

8.4. The organization computer manager (OCM) will ensure all unauthorized computer games are removed during installation of computer systems.

9.1.3. The MECO has the authority to transfer excess computer systems within the command.

9.1.7. Accountable computer systems equipment will not be maintained in a holding account for more than 120 days. A holding account is for known near-term requirements and is transitory in nature. Accountable equipment items should be moved appropriately (for example, transferred to an EC account, donated to a school, turned in to the Defense Reutilization and Marketing Office [DRMO], or shipped to another location) and in a timely manner. Maintaining a holding account requires additional considerations beyond the creation of an EC account in IPMS. Examples include span of control over account and equipment, security of and access to facility where equipment is being held, and establishing processes to handle equipment from the time of receipt until properly transferred.

9.1.8. Searches of found-on-base (FOB) computer systems are accomplished using IPMS.

9.1.15. (Added) Appoints the AETC IPMS coordinator to help AETC ECOs reset their IPMS passwords.

10.2.1. The ECO will send AETC CSS/SCYA signed copies of DD Form 1155, SF 1449, or DD Form 250, **Material Inspection and Receiving Report**, within 4 workdays of receipt of computer systems resources ordered centrally by AETC CSS/SCYA. The appropriate EC will report purchases of accountable computer systems resources (using the international merchant purchase authorization card [IMPAC]) to the ECO within 2 days of receipt.

10.2.2. Computer systems built or constructed from parts are accountable computer systems resources. NAF computer systems are not accountable or reportable in IPMS. IPMS records will be maintained according to appropriate AFIs and instructions from the MECO.

10.2.4. The ECO should perform an online edit in IPMS on a weekly basis to clear edit errors. In addition, the ECO will notify the AETC IPMS coordinator after 5 days if the ECO cannot perform "send and receive" between PC-IPMS and IPMS. **NOTE:** Before notifying the AETC IPMS coordinator, the ECO should make every effort to perform the "send and receive"; for example, work connectivity problems with the local network control center (NCC) and FAB as needed.

10.2.7. In AETC, the terms "maintenance redundancy" and "operational spares" refer to complete and serviceable (not cannibalized) computer systems.

10.2.10. In AETC, only IPMS bar code labels will be used.

10.2.12. Transfer of an EC account must include a completed joint (gaining and losing EC) physical inventory.

10.2.13. All training must be documented. At a minimum, initial training should be provided to ECs within 30 days after appointment, and recurring training should be provided at least once a year. As needed, training must also be provided to assigned alternate ECOs and to all personnel who directly support the ECO function.

10.2.14. In addition to the basic AFI, this supplement, and guidance provided by the MECO, refer to Assistant Secretary of Defense (ASD) memorandum, dated 8 Sep 94, and its attachment (DoD Manual 8000.X-M, *Defense Automation Resource Management Manual*) as a primary source of guidance related to the management of defense automation resources.

10.2.19. Reporting excess serviceable computer systems in IPMS and advertising them locally may occur at the same time.

10.2.22. Obtains approval or authorization from the MECO to ship or transfer computer systems within or outside the command. Transfer orders provided directly to a base by any PM or appropriate focal point should be coordinated through the ECO and MECO.

11.2. In AETC, only IPMS bar code labels will be used.

11.5. Computer systems built or constructed from parts are accountable computer systems resources. NAF computer systems are not accountable or reportable in IPMS.

11.6. Purge government information from all storage media (disks) before transferring the computer systems equipment to another organization or releasing it to DRMO. Ensure all passwords are removed from the system prior to transfer. The unit computer security manager must certify in writing that all data has been cleared or purged from storage media before releasing the computer systems equipment to DRMO. Turn-in of TEMPEST-approved or TEMPEST-certified computer systems equipment must be certified by the wing emission security (EMSEC) manager.

11.8. AETC ECs residing on a non-AETC base and receiving support from the host base will follow the directions and instructions of the host ECO.

11.12. ECs must coordinate with the ECO throughout the entire ROS process which includes providing a courtesy copy of the initial ROS request to the ECO.

11.15. Report IMPAC purchases of accountable computer systems resources to the ECO within 2 days of receipt.

14.3. Accreditation tracked in IPMS must be coordinated with the CSO and ECO, and local procedures must be established.

16.1. Requirements for infrastructure contracts are as follows:

16.1.1. The CSO will meet all AETC computer system needs, including network acquisitions, using DoD or Air Force infrastructure contracts when possible. (Air Force infrastructure contracts are the preferred source.) Other contract vehicles, such as Government Services Administration (GSA) schedules and blanket purchase agreements (BPA), may be used to meet computer system needs if the technical requirements of the need exceed the capabilities of the infrastructure contracts, if critical time constraints do not allow the use of the preferred contracts, or if a significant cost savings can be identified.

16.1.2. Desktop and laptop computer systems acquired from noninfrastructure contracts must meet the following criteria:

16.1.2.1. They must meet joint technical architecture. (**NOTE:** See the Headquarters Air Force Communications Agency [HQ AFCA] web site for architecture considerations.)

16.1.2.2. They must be Year 2000 (Y2K) and Energy Star compliant.

16.1.2.3. They must be capable of supporting two (2) personal computer memory card international association (PCMCIA) cards of the type II height specifications.

16.1.2.4. Life-cycle support, including warranty, maintenance, and software upgrades, must be addressed and documented in any analysis or technical solution performed to ensure accurate and balanced cost comparisons.

16.1.3. If significant cost savings are identified as the primary rationale for using noninfrastructure contracts to acquire desktop or laptop computer systems, an economic analysis of the total cost of ownership of the systems must be documented in the requirements package.

16.1.4. Some infrastructure contracts may be identified as mandatory use contracts or may contain mandatory purchase items. When infrastructure contracts contain mandatory use items, HQ AETC/SC may grant waivers. Each waiver request must detail why the user requirement could not be satisfied by the mandatory use items on the contract. When a waiver request is deemed appropriate, the CSO will forward the completed requirements package to HQ AETC/SCT for command review and approval or disapproval.

16.5. (Added) IMPAC orders placed against Air Force infrastructure support contracts, using the vendor's Internet ordering module, must be coordinated by the ECO.

16.6. (Added) Transfer orders provided directly to a base by any PM or appropriate focal point should be coordinated through the ECO and MECO.

18.2. The PM or appropriate focal point must notify the COR prior to the transfer or relocation of computer system equipment covered by a centrally managed maintenance contract.

18.2.2. Transfer of computer systems between EC accounts must be coordinated between ECs involved and the ECO who updates accountability records as needed.

19.1. Computer games, including games provided with government-approved applications, are not authorized on government-owned resources except on systems designated for educational purposes and approved by the designated approving authority (DAA). The OCM will ensure all unauthorized computer games are removed when computer systems are installed.

19.2. Privately owned software is prohibited from use on government-owned computer systems unless written approval is given by the DAA.

22. External components with a purchase price or replacement cost of \$500 or more will be entered in IPMS. External components include but are not limited to mainframes, network servers, computer systems, CPUs, terminals, monitors, and printers. External components do not include computer systems modified at the time of production if they no longer have a commercial market, cannot be used to process a variety of applications, or can be used only as an integral part of a noncomputer system.

22.3. Regardless of cost, internal components will not be tracked or entered into IPMS unless a maintenance contract or the CSO (at any level) requires it. If entered in IPMS, internal components will be entered as a feature of the machine they are installed in. Internal components are defined as integral parts (installed or attached) of an external component, and they depend on the external component to function. External accessories (dedicated peripherals), such as a keyboard, mouse, joystick, cable, surge protector, power director, and uninterruptible power supply (UPS), are not considered to be external components and are not required to be entered in IPMS.

24.1. In AETC, only IPMS bar code labels will be used.

24.2. In AETC, only IPMS bar code labels will be used. Computer systems built or constructed from parts are accountable computer systems resources. NAF computer systems are not accountable or reportable in IPMS.

24.3. Pending the results of IPMS searches, the ECO will add FOB computer systems to the account of the unit and (or) EC who found the equipment.

25.1. Enter computer systems that support visual information (VI) activities in IPMS according to the basic instruction, this supplement, and AFI 33-117, *Visual Information (VI) Management*. Address non-computer systems accountability issues with Supply. Computer systems built or constructed from parts

are accountable computer systems resources. NAF computer systems are not accountable or reportable in IPMS.

25.1.4. The ECO will retain the proof of receipt from the EC and the source document (such as the purchase or delivery order) used to enter items into IPMS until an updated inventory is signed by the EC. The signed inventory then becomes the proof of receipt or source document for maintaining items in IPMS. Local procedures may dictate the retention of purchase or delivery orders for other purposes; for example, warranty or licensing verification.

25.1.5. (Added) Computer systems resources will be "shipped to" the ECO and "marked for" the appropriate EC. On any purchase of computer systems resources, provide the ECO a copy of the order or any other pertinent purchasing documentation and notify him or her of expected delivery. Purchases of computer systems resources going to more than one AETC base should be worked through AETC CSS/SCYA who can provide the name and address of affected ECOs.

26.3.7. When computers are purchased with preloaded software, the software is considered to be an integral part of the computer. Therefore, the software is transferable within DoD just like any other part of the computer (for example, keyboard, mouse, hard drive, etc.) Ensure compliance with paragraph 11.6, this supplement, prior to any transfer. All documentation must be transferred with the system.

27.1. Vendor maintenance forms may be used only when they include all the information identified in AF Form 597, **ADPE Maintenance Record**.

27.5. The PM or appropriate focal point must notify the COR prior to the transfer or relocation of computer system equipment covered by a centrally managed maintenance contract.

29. Vendor maintenance forms may be used only when they include all the information identified in AF Form 597.

33.1. Excess serviceable external components not tracked in IPMS and not reutilized within a defense reporting activity account (DRA) must be reported to the ECO and entered into IPMS to obtain necessary disposition.

33.2. Under concurrent screening, electronic excess reports are forwarded directly from IPMS to the Automation Resource Management System (ARMS) for DoD-wide screening.

33.9. Spare or repair parts are not required to be tracked in IPMS. Excess spare or repair parts with an original acquisition value of less than \$5,000 do not require approval from the Defense Information Systems Agency (DISA) for turn in to DRMO. (**NOTE:** In AETC, the terms "maintenance redundancy" and "operational spares" refer to complete and serviceable [not cannibalized] computer systems.) Explanations of cannibalization versus upgrading are as follows:

33.9.1. Cannibalization requires DISA approval for computer systems in working (serviceable) condition. The ECO will appropriately flag serviceable computer equipment requested for cannibalization on the electronic excess report when creating it in the IPMS reutilization module. DISA will send an approval or disapproval letter to the requesting ECO. When cannibalization could result in loss of capability of a computer system, it is NOT authorized without DISA approval. (See the definition of "cannibalization" in attachment 1 of the basic AFL.) A loss of capability can also be described as the creation of a new computer system by using parts of more than one working computer system, thus rendering the original systems unserviceable. When cannibalization would render a working computer system unserviceable for the purpose of short-cutting the excess turn-in process to DRMO, it is NOT authorized under any circumstances.

33.9.2. The term "upgrading" means increasing the capability of a computer system on at least a minimum one-for-one basis (old for new) in one of the following ways:

33.9.2.1. Adding components (for example, a larger hard drive, new CD-ROM drive, additional memory, etc.).

33.9.2.2. Replacing the motherboard with an improved one. This change upgrades the computer system and creates a new machine with either greater speed, processing power, or both.

33.9.2.3. Replacing the case. Generally, this occurs when the motherboard is being upgraded.

34.1. The appropriate EC prepares a DD Form 1149, **Requisition and Invoice/Shipping Document**, including a shipping fund cite and sends the form to the ECO to be validated and forwarded to the MECO. Use the IPMS reutilization module to search out available excess computer systems for valid requirements.

35. The ECO must obtain approval or authorization from the MECO to ship or transfer computer systems within or outside the command. Transfer orders provided directly to a base by a PM or other appropriate focal point should be coordinated through the ECO and MECO. When computers are purchased with pre-loaded software, the software is considered an integral part of the computer. Therefore, it is transferable within DoD just like any other part of the computer; for example, keyboard, mouse, hard drive, etc. Ensure compliance with paragraph 11.6, this supplement, prior to any transfer. All documentation must be transferred with the system.

Attachment 4 (Added)**ORDERING PROCEDURES FOR MULTIBASE PURCHASES**

A4.1. Central Buy. Acquisition of computer systems resources (hardware, software, or maintenance) for more than one AETC base constitutes a central buy. All multibase requirements must be purchased through AETC CSS/SCYA, who will finalize acquisition packages and track all phases of the ordering and receiving process. After AETC CSS/SCYA ensures final payment has been made, the acquisition project folder will be transferred to the customer. The general ordering procedures for all multibase computer systems acquisitions are indicated below; specific instructions are indicated in paragraph A4.3 and reflected in sample A.

A4.2. Acquiring Computer System Resources. The three primary methods of acquiring computer systems resources are open market, GSA schedules, and infrastructure support contracts. Acquisition packages submitted to AETC CSS/SCYA must be complete and contain the following documents and data:

A4.2.1. A copy of an approved and funded requirements document with the technical solution.

A4.2.2. A copy of a funds transfer memo (see sample B). Funds to purchase computer resources must be transferred to HQ AETC/SCXR prior to delivery of the acquisition package to AETC CSS/SCYA.

A4.2.3. Market survey information which includes (at a minimum) vendor sources and quotes for each separate open-market or GSA purchase.

A4.2.4. A list of specific requirements to be purchased (see sample A). Provide this information electronically (via e-mail or on a diskette).

A4.2.5. A letter of urgency, signed by the requesting organization's commander, if the acquisition is considered an emergency by the requester.

A4.2.6. A sole source letter of justification if the market survey indicates the purchase can be made from only one source. (This is not required for infrastructure contracts.)

A4.3. Requirements Package. The requirements package for ordering computer system items from GSA, open market sources, and infrastructure contracts should contain the following information and data:

A4.3.1. Sources. If quotes are provided, ensure the expiration date for the quote is specified. Each quote must also contain the vendor's name, address, ZIP code, POC, phone number, and fax number (see sample A).

A4.3.2. Contract Number. If GSA schedules are used, provide the expiration date. (This is not required for open-market purchases.)

A4.3.3. Item Number. Number items sequentially.

A4.3.4. SLIN Number. Provide the SLIN number for infrastructure contracts only (see sample A).

A4.3.5. Type/Model Part Number. Provide the original equipment manufacturer's (OEM) name; type, model, and part numbers; and supplier type, model, and part numbers. (This is not required for infrastructure contracts.)

A4.3.6. Description. Provide a detailed description of item requested. For software items, include the publisher's name. For infrastructure contracts, provide the description as listed in the contract.

A4.3.7. Quantity. List the quantity required of each item.

A4.3.8. Unit Price. List the unit price of the lowest vendor quotation or the unit price as reflected in the infrastructure contract.

A4.3.9. Extended Price. List the extended price (quantity times unit price) and use (H) or (S) to differentiate between hardware and software.

A4.3.10. Grand Total of Extended Price. Add the extended prices to obtain the grand total.

A4.3.11. Total Software. Enter the total dollar amount of software ordered.

A4.3.12. Total Hardware. Enter the total dollar amount of hardware ordered.

A4.3.13. Requirements Document Used. If separate requirements documents are required to obtain computer systems resources, identify the requirement document number to be used for each item.

A4.3.14. Ship To. List each base receiving computer systems hardware and (or) software. AETC CSS/SCYA will add the required address information to ensure shipment to the appropriate ECO. If only software is ordered, it will be shipped to the applicable EC. Provide the complete name, address, and phone number of the primary and alternate ECs.

A4.3.15. Mark For. (This is not needed if only software is ordered.). For hardware or a combination of hardware and software, provide the complete name, address, and phone number of primary and alternate ECs. Item numbers and quantity being shipped to each "Mark For" must be shown (see sample A).

A4.3.16. Funds Transfer Memo. Prepare a funds transfer memorandum and send it to HQ AETC/FMAS (see sample B). Provide a courtesy copy of the memo to AETC CSS/SCYA.

SAMPLE A—SPECIFIC INSTRUCTIONS**LIST OF REQUIREMENTS****SOURCES:****Sample GSA Purchase**

Softmart, Inc.
 450 Acorn Lane
 Dowingtown, PA 19335
 POC: John Doe
 Phone: 800-628-9091
 Fax: 800-522-4329
 Contract Nr. GS35F4252D (note 1)
 Expires: 31 Mar 99

Sample Open Market Purchase

GTSI
 4100 LaFayette Center Drive
 Chantilly, VA 20151
 POC: Jane Lang
 Phone: 800-999-GTSI
 Fax: (703) 222-5200

Sample Infrastructure

Hughes Data Systems
 DT V
 P.O. Box 210398
 Montgomery, AL 36121
 Phone: 800-437-4388
 Contract Nr. F01620-96-D-0002 (note 1)

Item Nr.	SLIN	Part Nr/ Type/Model	Description	Qty	Unit Price	Extended Price
1	NA	6100CSE	HP ScanJet Scanner	7	\$800	\$5,600 (H) (note 2)
2	NA	BS11295	Microsoft Project 98	2	\$450	\$900 (S) (note 3)
3	2001AC	NA	COMPAQ ARMADA 7792DMT High Performance, Windows 95/Office, 97, License only; (for Intel base computers)	2	\$4,499	<u>\$8998</u> (H) (note 2)

Total Hardware: \$14,598.00

Total Software: \$900.00

Grand Total: \$15,498

<u>Ship To:</u>	<u>Mark For:</u>	<u>Item Nr.</u>	<u>Qty</u>
Randolph AFB	HQ AETC/CERA	1	3 Ea
	John Doe (Primary)		
	(210) 652-4141	3	2 Ea
Sheppard AFB	Anna Vicks (Alt)		
	(210) 652-4142		
	82 CES/CREW	1	4 Ea
	Gloria Day (Primary)		
	(940) 676-1221	2	2 Ea
	Billy Bob Smith (Alt)		
	(940) 676-1222		

NOTES:

1. Required for purchases from GSA schedules or infrastructure contracts.
2. Requirements document HQ AETC 97-7001 pertains to all hardware items.
3. Requirements document HQ AETC 97-7022 pertains to all software item

SAMPLE B—FUNDS TRANSFER MEMORANDUM

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

MEMORANDUM FOR HQ AETC/FMAS

FROM: _____

SUBJECT: Funds Transfer to HQ AETC/SC

1. Request _____ be transferred from _____ AFB to HQ AETC/SC
to purchase _____ in support of _____
_____.

<u>OBAN</u>	<u>PE</u>	<u>AMOUNT</u>
64____	_____	
<u>OBAN</u>	<u>PE</u>	<u>AMOUNT</u>
6410	85796F	

2. Procurement acquisition is in compliance with AFI 65-601, Volume 1, Chapter 4, Section B.

3. Direct any questions regarding this action to _____ ,
DSN _____.

JOHN P. MARTINEZ, Captain, USAF
Chief, Financial Analysis

HENRY J. DARIES, Colonel, USAF
Director of Communications and Information